

North Central IA Regional Solid Waste Agency

Minutes of Meeting
May 2020

The regular monthly meeting of the Executive Board was held on May 19, 2020 at the Recycling Center, Fort Dodge, IA. Due to COVID-19, the meeting was available on-site (RC) and via Zoom for board members and staff. Chair Donna Bice called the meeting to order at 5:30 P.M.

Members present: Wally Lorenzen – Eagle Grove (RC), Dale Graham – Ellsworth (Zoom – joined meeting @ 5:37 P.M.), Donna Bice – Fort Dodge (RC), Jamie Bemrich – Fort Dodge (Zoom), Jeffrey Halter – Fort Dodge (Zoom), Travis Goedken – Humboldt (Zoom – left meeting @ 6:55 P.M.), Rick Pedersen – Humboldt County (Zoom – joined meeting @ 5:39 P.M.), Duane Schuttler – Manson (RC), Donovan Adson – Vincent (RC), Jerry Kloberdanz – Webster City (RC) and Mark Campbell – Webster County (Zoom).

Also present were Glenn Hunter – HLW Engineering Group (Zoom), Mitzi Brunsvold - COO (RC), Lori Lindstrom – CFO (Zoom), Rob Anderson Landfill Operation Manager (RC), Jason Slinker Recycling Center Operation Manager (RC), Jessica Moffitt HHM Operation Manager (RC).

Kloberdanz requested to receive the Agenda and supporting documents sooner to have time to review. Adson moved to approve the Agenda. Kloberdanz seconded. Motion carried unanimously.

Bemrich moved to approve the March 20, 2020 Minutes of Meeting to reflect approval of “February Invoices and Financial Reports” not “January” as approved April 21, 2020 (typo in Minutes). Lorenzen seconded. Motion carried unanimously.

Kloberdanz moved to approve the Special Meeting Minutes from April 7, 2020 with the amendment of additional language “Jamie Bemrich joined the meeting after roll call”. Halter seconded. Motion carried unanimously.

Kloberdanz asked if the board was going to review the November 2019 audio as stated in the April Minutes. Brunsvold said she did not include them. Brunsvold said that they haven’t had any pickups but they are using it. Bice said she will get the recorder and review the November 2019 audio. Lorenzen moved to approved the April 21, 2020 Minutes of Meeting with the amendment to remove language “FB live”. Halter seconded. Motion carried unanimously.

Accounts Payable Invoices – Kloberdanz inquired about the Fort Dodge Water Department payable for \$5,294.57 and Johnson Law Firm for \$437.50. Brunsvold and Lindstrom explained Johnson Law Firm had to do with COVID-19 FMLA sick pay, payroll and several emails. Brunsvold said she is checking into the Fort Dodge Water Department invoice. Halter moved to approve the Accounts Payable invoices for the month of April 2020. Goedken seconded. Motion carried unanimously.

Financial Reports – Kloberdanz moved to approve the Financial Reports for the month of April 2020. Halter seconded. Motion carried unanimously.

HLW Engineering Group provided the board with an engineering update. The board requested HLW Engineering Group to update the board regarding pretreating water/waste water at the June board meeting. No action item.

COO/Operation Manager's Report –

1. Brunsvold asked for clarification on acceptance of commercial yard waste. Brunsvold stated the minutes are confusing. The board said they voted no on changing the policy, but since the DNR said we can accept it as general landfill waste, the Agency would accept it as that.
2. Brunsvold informed/updated the Board about Mass Animal Mortality Options.

Adson moved to approve the COO's Report. Halter seconded. Motion carried unanimously.

3. Anderson –

- a. Repairing the tarp machine – new frame at \$12,532.00. Crimmins Welding can repair the frame at \$6,750. New machine \$41,434. Board said to get it repaired.
- b. Alternative Daily Cover Quotes – Top Coat is \$17.65/bag and Verda AC is \$17/bag. Seven (7) bags for 1 batch or \$620/week; approximately \$22,000/year. Campbell stated that if the landfill with use the tarp machine 3 days a week, it would save the agency \$70,000 labor, freeing up 3 employees. Discussion to have two tarp machines.
- c. Sand layer on abutment liner. Anderson had HLW Engineering on-site and verified the sand is on the abutment liner.
- d. Update on installation of snow fence to catch litter at the top of the hill; bought 400 feet so far.
- e. Update on litter collection – since the last meeting, collected 387 bags of litter.

4. Slinker –

- a. Updated board on new hire.
- b. Held a Zoom virtual tour with a school; on social media.
- c. Call back list for e-waste at 27.
- d. Informed board this will be his last board meeting; will be leaving at the end of the month.

5. Moffitt –

- a. Moffitt discussed with the board re-opening the Recycling Center and the HHM to the public. Moffitt, Slinker and Brunsvold discussed a date, safety protocol, PPE, what employees and the public need to do, signage; with a re-opening date of Tuesday, May 26, 2020. The call back lists will be informed. SWAP Shop will not be open to public.

CFO's Report –

1. Lindstrom updated the Board on the Agency's FY19 audit: (1) draft report has been reviewed, (2) report comments complete, and (3) waiting for report to be public. Informed the Board that they will receive a copy of the FY19 Independent Auditor's Report via email (when it's public).

Legal Matters – Kersten informed the board of an issue regarding the Agency's river rock that occurred over the past couple of weeks involving Mike Grell; loading up river rock on the landfill property. Kersten researched the history of the river rock back to 8 years ago. The board informed Kersten to send a letter allowing Grell to pick up the rock by a certain date, or consider it abandoned, scheduling a time to meet Rob at the time of pick up; the black dirt belongs to the Agency.

Other Business – Adson addressed the board that he brought this up at last months meeting, regarding hazard pay and vacation for employees, and wants to know the boards thoughts on it. Adson stated there are a lot of employers doing something for their employee's, and these are essential employees coming to work every day for the Agency. Adson said it's been done prior, so why can't it be done now? After a lengthy discussion, the board said this is not an action item, and nothing was decided. Bice suggested that it could be re-visited at the June meeting.

Public Questions or Comments – None.

The next regular meeting for the NCIRSWA will be held on June 16, 2020. Adson moved to adjourn. Kloberdanz seconded. Motion carried unanimously at 6:56 P.M.

Lori Lindstrom
Secretary/Treasurer-CFO

Mitzi Brunsvold
COO